



DSS User Manual

Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23220
804-367-2323

TABLE OF CONTENTS

- I. INTRODUCTION
 - A. PURPOSE
 - B. SCOPE
- II. LAUNCHING DSS
 - A. DISCLAIMER
 - B. SYSTEM LOGIN
 - C. REQUESTING A SYSTEM ACCOUNT
- III. NAVIGATION AND SYSTEM OVERVIEW
 - A. TITLE BAR
 - B. TOP MENU BAR
 - 1. GIS
 - 2. Attribute Menu
 - 3. Field Data Support Menu
 - 4. Data Sharing Support Menu
 - 5. Admin Menu
 - 6. Help Menu
 - C. LEFT SCREEN LIST BAR
 - D. CENTRAL FRAME
 - 1. Meta Data
 - 2. Forms
- IV. GEOGRAPHIC INFORMATION SYSTEM
 - A. GIS MENU
 - 1. Map
- V. ATTRIBUTE
 - A. QUERY
 - B. REPORTS
 - 1. Standard Reports
 - 2. Generate Report
- VI. FIELD DATA SUPPORT
 - CREATE NEW RECORDS
 - A. EDIT WORK-IN-PROGRESS
 - B. QA/QC - QUALITY ASSURANCE/QUALITY CONTROL
 - C. SURVEY FORM DOWNLOAD
- VII. DATA SHARING SUPPORT
 - A. VDOT DATA SHARING
 - B. EASEMENTS
 - C. CRM ANNOTATED REPORTS
 - D. HIGHWAY MARKERS
 - E. STATE GRANTS
 - F. TAX CREDITS
 - G. CARBON 14
 - H. AGENCY CONTACTS/OWNERS
 - I. PROJECT REVIEW
- VIII.HELP FACILITY
- IX. HOW TO EXIT FROM THE APPLICATION

X. HOW TO HANDLE ERRORS

XI. ABOUT DSS

I. INTRODUCTION

This User Manual is a reference book for the users of the Virginia Department of Historic Resources (DHR) Data Sharing System (DSS). It explains the operation and the use of the system.

A. PURPOSE

This document is a reference for the DSS user, providing insight into the feature set contained within the system. It will serve the user as a quick and thorough reference point.

B. SCOPE

The DSS is comprised of Commercial off the Shelf (COTS) products providing Graphic User Interface (GUI) based client/server applications utilizing databases for spatial data and for attribute data storage and access.

II. LAUNCHING DSS

The DSS is accessed entirely through your desktop Internet browser. The system has been designed for use with Microsoft's Internet Explorer, version 5.5 and higher. To launch DSS, enter the following URL in the Address Bar: www.hrdss.state.va.us. The DHR DSS Disclaimer and Login screen will appear.

A. DISCLAIMER

The DSS Introductory screen has two main components, the first of which is the Disclaimer Statement. Each user must read this statement thoroughly to understand what DSS is intended to provide and to ensure that users respect the sensitive nature of the resources included in the system at each use. By logging into the system you are agreeing to the terms of this statement.

B. SYSTEM LOGIN

The second component of this screen consists of the login entry boxes and buttons. Enter your assigned user name and password in the appropriate entry box. After filling in these fields, click on the **Login** button to enter the system.

C. REQUESTING A SYSTEM ACCOUNT

If you have not been assigned a user account and would like to request information on gaining access to the DSS, please contact the DSS Manager at (804) 367-2323. Or you can complete a copy of the Application and User Agreement form (available at www.hrdss.state.va.us) and fax or e-mail it to the DSS Manager's attention. The DSS Manager's e-mail address can be obtained at the DHR website: www.dhr.virginia.gov.

III. NAVIGATION AND SYSTEM OVERVIEW

The non-GIS portion of DSS adheres to a standard template for each screen. Below is a description of each component of this template.

A. TITLE BAR

The topmost section of every non-GIS DSS screen is filled by the Title Bar. This bar stretches across the full width of the screen and contains a graphic background of historic sites and relics. The system title and DHR's street address are listed here along with three functional links. These three links: **Help**, **About DSS**, and **Logout** may be used from any point in the system. Both **Help** and **About DSS** access text based information, while **Logout** generates a prompt to exit the system and return to the login screen.

B. TOP MENU BAR

The Menu Bar shown at the top of all non-GIS screens holds six menu topics with multiple sub-functions available under each function. The visibility of the sub-functions depends on the security profile that you have been assigned. Listed below are all available DSS non-GIS menu items. Detailed descriptions of each item are provided in later sections of this manual.

1. GIS

There is one sub-function available from the GIS menu item:

[Map](#)

2. Attribute Menu

Two attribute menu choices are available depending on the security profile you have been assigned.

[Query](#)

[Standard Report](#)

3. Field Data Support Menu

Field Data Support is designed to provide data submission functions for all authorized users including. QA/QC is accessed by DSS data managers only and provides reviewing and approval functions for all submitted DSS data.

[Create New Records](#)

[Edit Work-In-Progress](#)

[Templating](#)

[QA/QC](#)

[Set Record Status](#)

[Survey Form Download](#)

4. Data Sharing Support Menu

The eight databases that are planned for future inclusion in the DSS are listed in this menu, along with a listing for the data export for Virginia Department of Transportation's (VDOT) internal systems use.

[Easements](#)

[CRM Annotated Reports](#)

[Highway Markers](#)

[State Grants](#)

[Tax Credits](#)

[Carbon 14](#)

[Agency Contacts/Owners](#)

[Project Review](#)

[VDOT Data Sharing](#)

5. Admin Menu

The majority of Administration Menu items are only available to the DSS administrators. The one function available to all users is Submit User Comments.

[Create User](#)

[Edit User](#)

[Submit User Comments](#)

[Review User Comments](#)

[Maintain Lookup Tables](#)

6. Help Menu

The Help Menu items are available to all users of the DSS.

[User Manual](#)

[Data Manual](#)

C. LEFT SCREEN LIST BAR

Unless you have selected to enter the Geographic Information System (GIS) portion of the DSS, you will see the Screen List Bar on the left-hand side of the screen throughout all portions of the DSS. Initially the Screen List Bar displays one or more links that allow you to progress through the current function. Once you have entered a sub-function, the Screen List Bar presents the ordered list of screens for entry. For example, when entering the **Create Records/Architecture**

function, this list will contain the ordered list of thirteen Architecture data entry screens. You may not use this list to move from screen to screen, they may only be accessed sequentially.

D. CENTRAL FRAME

The Central Frame occupies the lower right two-thirds of the screen.

1. Meta Data

Upon first entering a menu function, the Central Frame will contain high-level information, called metadata, about the current function and screens.

2. Forms

Once you select a list item in the Left Screen List Bar, the contents of the Central Frame change to a form displaying the data relevant to your selection. This form may be a data entry form, query results, or a dialog box requesting additional actions to create reports. The contents of these forms provide the core of the DSS.

IV. Geographic Information System

Geographic Information Systems (GIS) allow data to be displayed according to their spatial attributes. Through GIS, users can view sites superimposed on a background map. This gives the user the advantage of seeing the geographic locations of sites within a research area, as well as to be able to view their distribution alongside other selected layers. A GIS containing cultural resource data gives Architectural Historians and Archaeologists the advantage of reducing the time it takes to perform contracted survey work and general research on any given area within the state.

A. GIS MENU

The first menu in the top menu bar is GIS. This menu choice will launch the Hyperlink Text Markup Language (HTML) GIS viewer, presenting you with the entry-level DSS map.

1. Map

When the Map is selected, a new window will pop up. For help using this GIS interface, please see the Help section within the new window.

IV. ATTRIBUTE

The detailed non-spatial data related to historic resources in Virginia is available in the **Attribute** portion of the DSS.

A. QUERY

DSS provides querying tools for answering questions about the resource attribute data. Basic query tools are available in the areas of Architecture and Archaeology. New queries may be created using forms featuring pre-determined criteria options. Saved queries may be selected from the **Query Inbox** available from either Architecture or Archaeology. To begin a query, select **Query** under **Attribute** in the top menu bar. Then select **Architecture Search** or **Archaeology Search** from the Left Screen List. Either of these selections will launch the **Query Inbox**, listing any previous queries that have been saved. You may either select a query from this list or click the **New Query** button to launch the search criteria input screen.

Regardless of whether you choose to create a new query or use an existing saved query, you will proceed to the search criteria screen. The search criteria screen includes a list of DSS fields that can be used singly or in combinations to select resource data. Saved queries will already have the appropriate criteria fields filled in. You may accept the saved criteria or change them as desired.

Only one choice from each pick list may be selected during a search. For a complete listing of the specific fields included in this screen, please see the Data Manual. Once you have filled in or

selected the values to be searched by, click the **Search** button. If you would like to modify your search, click the **Reset** button. To return to the previous screen, click the **Cancel** button.

After clicking the **Search** button, the **Results** screen will load. A selection check box appears to the left of each record. This box must be checked to select or “mark” the record for further action. Multiple records can be selected for by either individually checking the boxes or by using the **Select All** button. The first link to the right of the check box is the **Map** link. When clicked, this link will launch the GIS interface and plot the “marked” resource on the map. Next to the **Map** link is the **Details** link. When records have been selected, clicking on this link allows you to view either architectural survey forms or archaeological site forms. These reports contain detailed information about the selected records.

At the bottom of the screen is a Report pull-down list of the pre-formatted reports available to you. First select the appropriate report from the list, then click on the **Run Report** button. The report is generated utilizing the data records you selected from your query results.

The **Results Summary** screen also includes a title box containing either the name of the saved query or a blank field allowing you to enter a new name to save the current query. If this is a new query that you would like to reuse, then click the **Save** button at the bottom of the screen after entering a title. If you no longer wish to keep a saved query you may click the **Delete Query** button to remove it. To exit from this query screen, click the **Cancel** button.

B. REPORTS

1. Standard Reports

There are a number of pre-formatted reports available through the DSS.

1. Address (sorted by Date)
2. Address (sorted by ID)
3. Archaeological
4. Archaeology DPEvent Report
5. Architectural Style: Index
6. Architecture DPEvent Report
7. Chronological (Sorted by Date)
8. Chronological (Sorted by ID)
9. CRM Summary Report
10. Cultural Resource Management
11. Eligible/Not Eligible Index
12. Frequency Report – Architectural Style
13. Historic Context
14. Historic District Inventory
15. Intensive Level Survey
16. National Registration Nomination
17. Reconnaissance Architectural
18. Resource Type: Index
19. USGS Quad Map Index

2. Generate Report

There are two methods of generating any of the pre-formatted DSS reports from the tabular side of the database (see the Help menu within the GIS interface for directions on generating reports from within the mapping):

- 1) **Attribute/Standard Reports** menu choice
- 2) **Run Report** button Within the **Query Results** screen

This section will describe the use of the Standard Report menu choice. Please refer to the Query section of this manual for a description of the second method of report generation.

After selecting **Standard Report** from the **Attribute** sub-menu, select one of the fifteen reports listed in the left panel by clicking on the title. Reports may be run on one or more records, but not the entire dataset to avoid extensive response times and system slowdown.

One Record Reports

You may select the appropriate report format from: Adobe PDF, Microsoft Word, or Rich Text. Enter a name for the report, which will be saved in your local temporary folder. Then enter the DHR ID# for the resource to be reported on. Click the **Create Report** button to generate the report. If you have made an incorrect entry you may reset the entire form by clicking the **Reset Form** button, or simply retype your entry in the appropriate box.

Note: Formatting reports can take time. Avoid the temptation to click “create report” more than once. To determine if your report is being processed, roll your mouse over the top bar of the window and check for an hourglass displayed with your pointer.

After requesting to generate the report, the following text will appear on the screen: “Export Complete. Click Here to View or Right Click to Download the File.” You may view the report in the current dialog box (which limits your sizing capabilities) by left clicking. Or, you can view the report in a New Window (more sizing available) by right clicking and choosing **Open in New Window**. You can also print or save the report by right clicking and choosing the appropriate command.

If you choose the **Save Target As** option, then you will see the standard window used by Internet downloads, allowing you to select the name, file type and location of the report to save.

If you select the **Print Target** option, you will see a standard Windows print dialog box allowing you to select your printer and printer settings.

Select Records Reports

To generate reports for a group of records, click the **Select Records** text after selecting the name of the report you would like to generate. This selection will launch the **Query Inbox** screen for either Architecture or Archaeology, depending on which report you selected. To define your dataset for the report, simply use a saved query or define new criteria as described in the Query section of this manual. When your query results are displayed, a selection check box appears to the left of each record. This box must be checked to select or “mark” the record for further action. Multiple records can be selected by either individually checking the boxes or by using the **Select All** button.

After selecting records, choosing the appropriate record type, and clicking the **Run Report** button, you may select the desired report format: Adobe PDF, Microsoft Word, or Rich Text. Then the **Create Report** button. If you’d like to clear your entries, click the **Reset Form** button. When the report has been created, the following text appears on the screen awaiting your action: “Export Complete. Click Here to View or Right Click to Download the File.” You may view the report in the current dialog box (which limits your sizing capabilities) by left clicking. Or, you can view the report in a New Window (more sizing available) by right clicking and choosing **Open in New Window**. You can also print or save the report by right clicking and choosing the appropriate command.

If you choose the **Save Target As** option, then you will see the standard window used by Internet downloads, allowing you to select the name, file type and location of the report to save.

If you select the **Print Target** option, you will see a standard Windows print dialog box allowing you to select your printer and printer settings.

V. FIELD DATA SUPPORT

Consultants and other field personnel utilize this function to enter, revise, and submit historic

resource data.

B. CREATE NEW RECORDS

Please request “Data Entry Guidelines for Architecture” and/or “Data Entry Guidelines for Archaeology” from the DSS Manager for detailed information about creating new records.

B. EDIT WORK-IN-PROGRESS

After you have created a new record using **Create New Records**, the record is sent to the **Work-In-Progress (WIP)** area of the system. While a record remains in **WIP**, it is not viewable to any user aside from the author and the Data Manager. **WIP** is intended to hold partially complete records until they are ready for submission to the Data Manager for review, approval, and promotion to the production database. When you select **Edit Work-In-Progress** from the Top Menu Bar, you will be prompted to select Architecture or Archaeology records. The following information appears in the Central Frame, showing the record the user has in **WIP**: DHR ID#, Status, Status Date, and User. From this screen, the record can be accessed for additional editing, or it may be submitted for approval.

To edit this record click on the **Edit** button. You will be automatically placed in the General Property screen for this record. When you select the **Edit** button, the first data entry screen will appear on the screen for the selected record. You may change/add information on this or any of the other data entry screens using the same methods as used in **Create New Records**. If you change information on a screen be sure to use the **Save** button to save the change and progress to the next screen. To progress through screens without saving any changes, use the **Next** button -- your original data will remain in the database. **Previous** can be used to return to prior screens for viewing and/or editing. Remember using the **Previous** button before the **Save** button will cause any edits on the current screen to be lost. For additional information about editing records, please request “Data Entry Guidelines for Architecture” and/or “Data Entry Guidelines for Archaeology” from the DSS Manager.

To submit record(s), check the box next to the desired record(s) then click the **Save** button at the bottom of the screen. The submitted records will disappear from your **WIP** list and will appear in the Data Manager’s list of records awaiting Quality Assurance/Quality Control attention. Please notify the DSS Manager via e-mail when records have been submitted.

C. QA/QC - QUALITY ASSURANCE/QUALITY CONTROL

To provide quality assurance and to control the data that is introduced into the DSS database, the **QA/QC** function has been created. The **QA/QC** function is only to be used by authorized DHR quality assurance staff, or data managers.

Upon entering the QA/QC function, the Data Manager will select to review either Architecture or Archaeology records using the links in the Left Screen List Bar. After selecting Architecture, a list of records submitted for review will appear. From this screen, the Data Manager can view/edit the record by clicking in the check box next to the desired record. This will take the Data Manager to the familiar entry screens in edit mode. After reviewing, and possibly updating, the record, the Data Manager may take one of two actions: **Save** or **Reject**. By clicking on the **Save** button, the Data Manager will promote the record to the production database. If the record does not fulfill the Data Manager’s requirements, he/she may return the record to the author’s **Work-In-Progress** area, by clicking the **Reject** button.

D. SURVEY FORM DOWNLOAD

Consultants and other field personnel can download electronic copies of all Architecture and Archaeological field survey forms.

VI. DATA SHARING SUPPORT

One of the main purposes of the DSS is to provide a central point of accessing multiple datasets, the “data sharing” portion of the system. Currently the DSS includes placeholders for eight

databases containing related, but disparate resource data. It is anticipated that interfaces to these datasets will be implemented in the future.

A. VDOT DATA SHARING

B. EASEMENTS

C. CRM ANNOTATED REPORTS

D. HIGHWAY MARKERS

E. STATE GRANTS

F. TAX CREDITS

G. CARBON 14

H. AGENCY CONTACTS/OWNERS

I. PROJECT REVIEW

VII. HELP FACILITY

The contents of the **Help** menu, accessed through the **Help** link in the top menu bar, include a copy of this User Manual and a copy of the Data Manual that lists the data items included in the DSS, or pick lists.

VIII. HOW TO EXIT FROM THE APPLICATION

DSS provides a logout button at the top of every screen for quick exiting from the system. Clicking **Logout** generates a prompt to exit the system and return to the login screen.

IX. HOW TO HANDLE ERRORS

If you experience errors within the DSS, please forward a detailed description of the problem along with the exact steps to duplicate it to the DSS Manager. The DSS Manager's e-mail address can be obtained at the DHR website: www.dhr.virginia.gov.

X. ABOUT DSS

The **About DSS** section explains the purpose and function of the DSS. This function can be accessed by clicking on the **About DSS** hyperlink located in the right hand side of the top title bar.